



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

John F. Weaver, Treasurer
Harleysville Group Inc. Political Action
Committee - Federal (HIPAC-FED)
355 Maple Avenue
Harleysville, PA 19438

JUL 11 2001

Identification Number: C00123950

Reference: October Quarterly Report (7/1/00-9/30/00)

Dear Mr. Weaver:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Please amend Schedule B supporting Line 23 by providing the office sought (House or Senate), state, and congressional district for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount deducted per pay period and the frequency of the deduction. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Alice Kang
Reports Analyst
Report Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A		ITEMIZED RECEIPTS		Use reporting information for each category of the Detailed Summary Page		PAGE OF FOR LINE NUMBER 11(a)(1)	
Contributions from Individuals Any information derived from such Reports and Statements may not be used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political candidate to solicit contributions from such candidates.							
NAME OF COMMITTEE OR FUND National Organization PAC 000000001							
A. Full Name, Working Address and ZIP Code Anne Sullivan 21 16th Street City, State ZIP Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):		Name of Employer National Organization, Inc. Occupation Branch Manager Applicable Year-to-Date > 1		Date (month, day, year) payroll deduction \$85.00		Amount of Cash Received for Period \$80.00 (\$15 biweekly)	
B. Full Name, Working Address and ZIP Code Rodney Jones 881 Hainsbury Road City, State ZIP Receipt For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify):		Name of Employer National Organization, Inc. Occupation Vice President Applicable Year-to-Date > 1		Date (month, day, year) payroll deduction \$20.00		Amount of Cash Received for Period \$120.00 (\$20 biweekly)	

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.8(b).

EXAMPLE: During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(i) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$185—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

